



**COMVAQWINGPAC
MAINTENANCE CONTROL COORDINATOR
SAFE FOR FLIGHT
OJT CHECKLIST**

Regardless of rank or experience level this OJT is required to become designated to release aircraft Safe for Flight. Personnel qualified using COMVAQWINGPACINST 4790.12 remain qualified, provided all training requirements added by changes to the basic instruction have been completed.

Only the MMCO, MMCPO, or individuals authorized to release aircraft safe for flight may sign off OJT items. Three initials by a qualified observer are recommended but not required if the observer is satisfied that the trainee is proficient in that task/area, such as personnel previously qualified by local command OJT/PQS who have not re-qualified under this instruction (e.g. returning from tour of duty in different Type/Model/Series aircraft, recruiting, etc.), and personnel qualified in different Type/Model/Series aircraft. Single line entries such as "previously complied with" are not authorized. At a minimum the Instructor block needs to be signed by a qualifier.

Periodic updates to this OJT will be issued as required. Personnel currently qualified or working toward qualification shall complete updated training requirements.

This OJT checklist will be maintained in the training jacket in its entirety both while in work and after completion. ALL initials and signatures will be made in ink.

NOTE: CHANGES/ADDITIONS INDICATED BY (*)

QUALIFICATION

DATE QUALIFICATIONS COMPLETED: _____

RECOMMENDED: _____ DATE: _____
(MMCPO)

RECOMMENDED: _____ DATE: _____
(MMCO)

RECOMMENDED: _____ DATE: _____
(AMO)

RECOMMENDED: _____ DATE: _____
(MAINTENANCE OFFICER)

APPROVED: _____ DATE: _____
(COMMANDING OFFICER)

Name _____ Rate _____ Activity _____



COMVAQWINGPAC MAINTENANCE CONTROL COORDINATOR SAFE FOR FLIGHT OJT CHECKLIST

| ITEM | INIT/ DATE | INIT/ DATE | INIT/ DATE | INSTRUCTOR/DATE |
|------|---------------|---------------|---------------|-----------------|
|------|---------------|---------------|---------------|-----------------|

NALCOMIS

REPORT FUNCTIONS

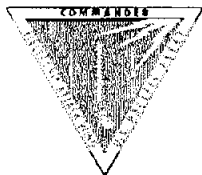
| | | | | |
|---|--|--|--|--|
| AIRCRAFT/EQUIPMENT WORKLOAD | | | | |
| WORK CENTER WORKLOAD | | | | |
| SCHEDULED INSPECTION REPORT | | | | |
| POD/SE INSPECTION REPORT | | | | |
| AIRCRAFT DAILY STATUS REPORT | | | | |
| INSTALLED EXPLOSIVE DEVICE REPORT | | | | |
| TECH DIRECTIVE OUTSTANDING REPORT | | | | |
| AIRCRAFT FLIGHT SUMMARY REPORT | | | | |
| COMPONENT REMOVAL DUE REPORT | | | | |
| MATERIAL CONTROL REGISTER REPORT | | | | |
| QUERY FOR CANNIBALIZATION/EOC CODE VERIFICATION | | | | |
| QUERY FOR PROJ CODE/EOC VERIFICATION | | | | |

NALCOMIS PROCEDURES

| | | | | |
|---|--|--|--|--|
| SCREEN AND APPROVE WORK CENTER INITIATED MAF | | | | |
| SCREEN SIGN-OFF FOR CORRECT EOC, UP/DOWN STATUS, QA OR CF REQUIRED | | | | |
| INITIATE SPECIAL INSPECTION MAF | | | | |
| INITIATE CONDITIONAL INSPECTION MAF | | | | |
| INITIATE ONE-TIME INSPECTION MAF | | | | |
| INITIATE WORK REQUEST MAF | | | | |
| INITIATE NON-AIRCRAFT INSPECTION MAF | | | | |
| INITIATE HOSTING ACTIVITY MAF | | | | |
| VERIFY AIRCRAFT/EQUIPMENT WORKLOAD REPORT AGAINST AIRCRAFT DISCREPANCY BOOK | | | | |
| VERIFY JOB STATUS OF MAF USING WORKLOAD REPORT | | | | |
| SCREEN ENGINE LOG BOOKS AGAINST NALCOMIS DATA | | | | |
| SCREEN EJECTION SEAT LOGBOOKS AGAINST NALCOMIS DATA | | | | |
| SCREEN AIRCRAFT LOG BOOK AGAINST NALCOMIS DATA | | | | |
| VERIFY AIRCRAFT/ENGINE OPERATING HOURS AGAINST NALCOMIS | | | | |
| VERIFY AIRCRAFT/ENGINE/ASSET SRC/ASR/EHR INVENTORY USING NALCOMIS | | | | |
| VERIFY AIRCRAFT/ENGINE/ASSET TECHNICAL DIRECTIVE COMPLIANCE USING NALCOMIS | | | | |
| VERIFY EXPLOSIVE DEVICES COMING DUE USING NALCOMIS | | | | |

AIRCRAFT DISCREPANCY BOOK (ADB)

Name _____ Rate _____ Activity _____



COMVAQWINGPAC MAINTENANCE CONTROL COORDINATOR SAFE FOR FLIGHT OJT CHECKLIST

| ITEM | INIT/ DATE | INIT/ DATE | INIT/ DATE | INSTRUCTOR/DATE |
|------|---------------|---------------|---------------|-----------------|
|------|---------------|---------------|---------------|-----------------|

| | | | | |
|--|--|--|--|--|
| SCREEN AN ADB FOR THE FOLLOWING: | | | | |
| VALID TURNAROUND INSPECTION | | | | |
| VALID DAILY INSPECTION | | | | |
| VALID FUEL SAMPLE TAKEN PRIOR TO FIRST FLIGHT | | | | |
| CHECK SIGN OFFS FOR ACCURACY AND COMPLETENESS | | | | |
| VERIFY QA/CHECK FLIGHT REQUIRED BLOCK ON REQUIRED DISCREPANCIES | | | | |
| SCREEN COMPLETED FUNCTIONAL CHECK FLIGHT BOOK FOR CORRECT ENTRIES | | | | |
| VERIFY ONE COMPLETE PHASE/SPECIAL INSPECTION CYCLE | | | | |
| VERIFY DOCUMENT NUMBERS ON MAFS WITH OUTSTANDING REQUISITIONS | | | | |
| VERIFY/UPDATE OIL CONSUMPTION RECORD | | | | |
| VERIFY/UPDATE ACCELEROMETER READINGS | | | | |
| VERIFY ADB HAS RECORD OF LAST 10 FLIGHTS | | | | |
| VERIFY NO CORROSION DISCREPANCIES OVER 28 DAYS OLD FROM PREVIOUS 28 DAY | | | | |
| SCREEN AND VERIFY AN OPNAV 4790/141 "A" SHEET FOR THE FOLLOWING: | | | | |
| VERIFY SIGNATURES/RANK | | | | |
| VERIFY CORRECT FUEL/LOX/OIL LOAD | | | | |
| VERIFY CORRECT GRADE FUEL/OIL | | | | |
| VERIFY CORRECT STORES/ORDNANCE LOAD FOR MISSION CONFIGURATION | | | | |
| LOG ACCELEROMETER READINGS (NON SDRS AIRCRAFT) | | | | |
| VERIFY SDRS BIT INDICATOR STATUS AND DOWNLOAD ACCELEROMETER READINGS IF REQUIRED | | | | |
| SCREEN FOR ACCURACY AND LEGIBILITY OF ALL ENTRIES | | | | |
| MATERIAL CONTROL | | | | |
| ASSIGN NMCS SUPPLY PRIORITY | | | | |
| ASSIGN PMCS SUPPLY PRIORITY | | | | |
| ASSIGN SHOP SUPPORT PRIORITY | | | | |
| DETERMINE CORRECT SCIR CODE USING MESM | | | | |
| DETERMINE CORRECT FAD CODE | | | | |
| EXPLAIN PURPOSE OF CONSOLIDATED REMAIN IN PLACE LIST AND REQUESTING PROCEDURES | | | | |
| | | | | |
| VERIFY SUPPLY DEPARTMENT | | | | |

Name _____ Rate _____ Activity _____



COMVAQWINGPAC MAINTENANCE CONTROL COORDINATOR SAFE FOR FLIGHT OJT CHECKLIST

| ITEM | INIT/ DATE | INIT/ DATE | INIT/ DATE | INSTRUCTOR/DATE |
|--|---------------|---------------|---------------|-----------------|
| REQUISITIONS WITH NALCOMIS MATERIAL CONTROL REGISTER REPORT | | | | |
| INVENTORY FLIGHT PACKET AND CROSS-COUNTRY KIT | | | | |
| VERIFY CORRECT EOC/MAINT SUPPLY RECORD ENTRIES AND AWM CODES ON MAF | | | | |
| PHASE MAINTENANCE/SPECIAL/CONDITIONAL INSPECTIONS | | | | |
| DEMONSTRATE KNOWLEDGE OF THE FOLLOWING: | | | | |
| SCHEDULE AIRCRAFT IN TO PHASE INSPECTION CYCLE | | | | |
| SCHEDULE TD/AFC/AFB COMPLETION IN CONJUNCTION WITH PHASE INSPECTION | | | | |
| VERIFY FORCED REMOVAL ITEMS DURING SCHEDULED MAINTENANCE | | | | |
| VERIFY PERSONNEL ASSIGNED TO PHASE CREW HAVE REQUIRED SKILLS AND QUALIFICATIONS. (NDI, CDI ETC.) | | | | |
| ASSIGN PHASE COORDINATOR | | | | |
| COORDINATE WITH AIMD FOR REQUIRED INSPECTIONS/COMPONENT TURN IN | | | | |
| PREPARE PHASE INSPECTION PACKAGE | | | | |
| CONDUCT PHASE INSPECTION MEETING | | | | |
| DISCUSS INSPECTION DEVIATIONS | | | | |
| MAINTENANCE MANAGEMENT PROCEDURES | | | | |
| DETERMINE AIRCRAFT MISSION CAPABILITY STATUS | | | | |
| PREPARE AIRCRAFT READINESS REPORT | | | | |
| ASSIGN MAINTENANCE PRIORITIES BASED ON WORKLOAD AND MANPOWER | | | | |
| ASSIGN AIRCRAFT TO FLIGHT SCHEDULE | | | | |
| CONDUCT MAINTENANCE MEETING | | | | |
| REQUEST FUEL SERVICE | | | | |
| REQUEST DEFUEL SERVICE | | | | |
| SCREEN OIL SAMPLE REQUEST | | | | |
| DISCUSS NOAP/JOAP LAB ADVICE CODES | | | | |
| DISCUSS REQUIREMENTS FOR FUNCTIONAL CHECK FLIGHT | | | | |
| CONDUCT CHECK FLIGHT BRIEF WITH AIRCREW | | | | |
| CONDUCT POST CHECK FLIGHT DEBRIEF WITH AIRCREW | | | | |
| DEBRIEF EXTENDED TRAINING FLIGHT CREW FOR DISCREPANCIES AND FUEL GRADES USED | | | | |
| EXPLAIN LOST/MISSING TOOL/FOD PROCEDURES | | | | |
| EXPLAIN PROCEDURES TO REQUEST PLANNER AND ESTIMATOR SERVICES (P&E) | | | | |

Name _____ Rate _____ Activity _____



**COMVAQWINGPAC
MAINTENANCE CONTROL COORDINATOR
SAFE FOR FLIGHT
OJT CHECKLIST**

| ITEM | INIT/ DATE | INIT/ DATE | INIT/ DATE | INSTRUCTOR/DATE |
|--|---------------|---------------|---------------|-----------------|
| AIRCRAFT/ENGINE/AESR/LOG BOOKS/WEIGHT AND BALANCE | | | | |
| SCREEN AIRCRAFT LOG BOOK FOR FLIGHT TIME/LANDINGS | | | | |
| SCREEN AIRCRAFT LOG BOOK INSPECTION RECORD | | | | |
| SCREEN AIRCRAFT LOG BOOK FOR TD COMPLIANCE | | | | |
| SCREEN AIRCRAFT LOG BOOK TO DETERMINE ASPA/SDLM INDUCTION | | | | |
| REVIEW MISC. HISTORY ENTRIES; PHASE/COMPASS CALIBRATION/COMSEC CERTIFICATION | | | | |
| SCREEN AIRCRAFT WEIGHT AND BALANCE FORM 'F' | | | | |
| DETERMINE REQUIREMENT FOR FORM 'F' WHEN COMPONENTS ARE REMOVED FROM AIRCRAFT | | | | |
| EXPLAIN BASIC WEIGHT/MAX GROSS WEIGHTS AND MISSION CONFIGURATION | | | | |
| SCREEN ENGINE AESR FOR TD INCORPORATION | | | | |
| SCREEN ENGINE AESR FOR FORCED REMOVAL COMPONENTS | | | | |
| REVIEW ENGINE AESR INSPECTION RECORD | | | | |
| REVIEW ENGINE AESR OPERATING HOURS | | | | |
| SCREEN EJECTION SEAT AESR FOR TD INCORPORATION | | | | |
| SCREEN EJECTION SEAT AESR FOR FORCED REMOVAL COMPONENTS | | | | |
| REVIEW EJECTION SEAT INSTALLED EXPLOSIVE DEVICES RECORD | | | | |
| REVIEW EJECTION SEAT AESR INSPECTION RECORD | | | | |
| SCREEN POD AESR FOR TD INCORPORATION | | | | |
| SCREEN POD AESR FOR FORCED REMOVAL COMPONENTS | | | | |
| REVIEW POD INSPECTION RECORD | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Name _____ Rate _____ Activity _____